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# **Welcome**

The staff and students of the  
Loring Job Corps Center  
wish to welcome you to our Center.

Congratulations on your decision  
to come to Loring.  
Your future begins here.

Best Wishes as you journey  
toward your goals.

## Center Director's Message

Dear Student;

Congratulations on making the important decision to join Job Corps! I wish to welcome you to the Loring family. We celebrate with you this major step you have taken in your life and are excited to be a part of your goals for your future. It will require a great deal of hard work and dedication on your part to fulfill your personal and career goals. There are no easy answers or solutions to achieve success in your life. You have already taken advantage of an opportunity by committing yourself to increasing your options by being with us today!



I will challenge and encourage you to take full advantage of all that is offered here at Loring. You have at your fingertips the potential to grow and change and become whomever you choose to be. I am confident you will realize the vision you build for yourself.

As students of Loring, you will be expected to conduct yourself as young adults. We must create and maintain an environment that places responsibilities on all members of our community. Your part in our community is extremely important, as important as any one of your fellow students or staff employees.

If all of us use this special time to practice mutual respect for others, each and every day, we can participate in a community that's supportive, safe and fun. We must all live by the standards and guidelines of the community and become good stewards (caretakers) of the Center. Let it be your personal goal to graduate successfully from the program at the highest skills level possible, while contributing to make Loring better for the students that will follow you in future years.

Please read this handbook carefully and keep it with you throughout your stay. It provides you with information to guide your stay as you move toward personal success.

I wish you all the best.

Mr. Jim Gagnon  
Center Director



## Mission Statement

### **National Job Corps Program Mission Statement**

As a national, primarily residential training program, Job Corps' mission is to attract eligible young adults, teach them the skills they need to become employable and independent, and place them in meaningful jobs or further education.



### **Loring Job Corps Center Mission Statement**



To assist students with the development of essential career and life skills to sustain them through their lives.

## General Overview

The Training & Development Corporation (TDC), which runs Loring Job Corps Center for the Department of Labor (DOL), has created a Learning Community that believes:



- People learn best by doing authentic and meaningful work
- Students deserve an education that meets their needs and that allows them to be in control of their learning goals
- Constructive learning principles underlie high performing educational environments
- All students can learn to high levels
- Technological fluency is a 21<sup>st</sup> Century basic skill

We firmly believe that by establishing a work place environment in which students learn in, as well as contribute to, is far more valuable than other more “traditional” learning environments.

Loring, along with all Job Corps Centers across the nation, has structured the Center to Include **Career Development Services Systems** (CDSS).

For the first sixty (60) days on Center, you will participate in the **Career Preparation Period** (CPP).

Students will be expected to:

- Acclimate to life at Loring
- Learn employability, job search and computer skills
- Work with staff to create and commit to a Personal Career Development Plan (PCDP)
- Visit and learn about our local One-Stop Career Center.
- Practice and abide by the Center’s Minimum Standards of behavior and conduct.
- Be introduced to Work Base Learning.

After you have completed your Career Preparation Period and have committed to a Personal Career Development plan, you will enter into the **Career Development Period** (CDP). During CDP you will have the opportunity to:

- Learn a trade
- Achieve academic goals
- Learn communication, problem-solving, and social skills
- Continue to work on employability, job search and computer skills
- Begin job search
- Prepare for independent living
- Participate in the operation of the center through your career technical training area
- Participate in a paid or unpaid Work Based Learning experience for up to 12 weeks.

Upon successful completion of Career Development, you will enter into the **Career Transition Period**. The initial part of Career Transition occurs on Center. Once you have completed all on Center goals, you will be referred to an Employability Assessment Panel (EAP). At this time, you will begin a Transition Plan that addresses your needs for transitioning into the community of your choice. You will include in your plan the following:

- Job Search, College, Military or Advance Training
- Child care needs (if applicable)
- Housing needs – both short and long term
- Support services (if applicable)
- Transportation needs



## Background on Loring

### **Our Community Image**

Loring Job Corps Center is a community-based Center which means that we are part of the Northern Maine community. Because we are a part of a community, it means that we all must think about how Loring Job Corps Center will look to our neighbors.

Dress, language, and behavior are all important. When you go into town, be sure that you are representing yourself and your fellow students as positive, focused young adults.



### **Aroostook County**

Aroostook, "The County", is Maine's largest and northernmost county. The County has inspired countless travelers, including Longfellow and Thoreau. From Houlton's Market Square in the south to Madawaska – the northeastern-most point in the United States – Aroostook has all the resources that can make a visit great. Summertime is a case in point. There are 2,000 rivers, streams and lakes in Aroostook, to lure those who love fishing, canoeing and camping. In Aroostook, there are hiking trails rated among the Nation's best, where you can walk or ride horseback through fragrant forests.

### **Town of Limestone**

Limestone is a Township with a population of 2,100 people. It is located on the eastern side of Aroostook County adjoining New Brunswick, Canada on its eastern boundary. A relatively small, close-knit community, Limestone is rural in nature and is strikingly scenic with its outdoor recreational resources. The community is a blending of agricultural and residential characteristics. The Loring Job Corps



Center is situated in Limestone, Maine on the former Loring Air Force Base.

### **City of Caribou**

The City of Caribou, with a population of 10,000, is located on the Aroostook River in the geographical center of Aroostook County. Caribou is located 150 miles from the Atlantic Ocean and 12 miles from the Canadian border. The Caribou area is indeed the gateway to the outdoors providing a wide range of activities year-round. The opportunities are virtually unlimited . . . in the scenic beauty of our lakes, streams, mountains, fields and forests.

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### **Mentor Program**

The mission of the mentor program is to support students in reaching their goals while enrolled at LJCC and beyond. Every Wednesday the Center students and staff participate in Center wide mentoring from 3:00pm-4:00pm. In addition the Center's team mentoring program individual staff serve as role models and mentors to students on their wings, in their classrooms, and across Center, providing yet another source of support.

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## Career Success Standards

### Introduction

Career Success Standards (CSS) are a set of eight workplace behavioral expectations for Job Corps staff and students. Synonyms: behavioral standards, core values, a way of life at Job Corps.

The way we prepare young people for the workforce has changed during Job Corps' 40 years. The growth of technology, its impact on education and the workplace, and the surge in various high growth industries continuously create new opportunities to learn and grow. Job Corps is responding to this opportunity with the Career Success Standards (the Standards), a set of eight behavioral expectations in the areas of employability, social development, and independent living skills.

The Career Success Standards are:

Standard	Definition
<b>Workplace Relationships and Ethics</b>	<i>The student will leave Job Corps with the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity, and responsibility</i>
<b>Communications</b>	<i>The student will leave Job Corps with the ability to listen actively, follow directions and communicate with others to solve problems and accomplish tasks</i>
<b>Personal Growth And Development</b>	<i>The student will leave Job Corps with the personal skills, attributes and behaviors that foster confidence and drive for life-long growth</i>
<b>Interpersonal Skills</b>	<i>The student will leave Job Corps with the ability to get along with others and adjust to a variety of social and professional situations</i>
<b>Information Management</b>	<i>The student will leave Job Corps with the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work</i>

<b>Multicultural Awareness</b>	<i>The student will leave Job Corps valuing diversity, practicing cultural sensitivity and able to work with people of different backgrounds and cultures</i>
<b>Career &amp; Personal Planning</b>	<i>The student will leave Job Corps with a personal plan that outlines a step-by-step process for entering and advancing in a fulfilling career</i>
<b>Independent Living</b>	<i>The student will leave Job Corps capable of finding, managing and utilizing the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult</i>

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## Multicultural Awareness

Diversity is celebrated at LJCC through various activities and events sponsored by the Diversity Committee, Student Government Association, Recreation Department, Life Skills classes and the local communities.

In order to be successful in the world, it is a MUST to be able to engage in respectful working relationships with people. LJCC supports and encourages living together in harmony and learning from each other. Our Center has a Zero Tolerance for disrespect of any cultural differences we share. We work as ONE no matter what our race, religion, sexual orientation, disability or culture may be.



A Diversity Program is in place to help educate our staff and students on various ethnic, racial, religious, cultural, and gender

differences that exist in every day life. It will also help prepare you to work and live in a diverse society.

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## **Student Rights**

### **Right to Privacy**

You are entitled to privacy in accordance with Federal, State and local law and with respect to these policies. No information, (outside the Loring Job Corps Program) will be released to anyone without your signed consent. Information will only be shared on an as needed basis to ensure your personal success and safety. If you are a student under the age of 18, the signed consent of your parent or legal guardian is required.

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## **Equal Opportunity**

No Job Corps student shall be discriminated against because of race, color, age, religion, sex, sexual orientation, national origin, disability, or political affiliation. You have the right to be treated equally without discrimination of any kind with respect to housing, training, working assignments, eating arrangements or other Center activities.

NO ONE WILL TAKE ANY ACTION AGAINST YOU BECAUSE YOU HAVE FILED A COMPLAINT OR ASKED QUESTIONS ABOUT YOUR CIVIL RIGHTS.

During Career Preparation, The Equal Opportunity (EO) Officer will meet with you and explain the Center EO and Sexual Harassment policies. You will also learn the process for filing a complaint.

If you feel you have been discriminated against due to any of the characteristics listed above, contact the EO officer who is trained to handle your complaint and help you resolve the situation. The Student EO Officer is:

Name: \_\_\_\_\_

and is located at \_\_\_\_\_.

You also have the right to file your complaint in writing (within 180 days of the alleged violation) directly with the Directorate of Civil Rights if you have not received resolution on Center. The address is:

Directorate of Civil Rights (DCR)  
200 Constitution Avenue, NW  
Room N4123  
Washington, DC 20210

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## Sexual Harassment

Sexual harassment of any form is not tolerated at Loring Job Corps Center. Any report of sexual harassment should be made to the EO Officer who will investigate your complaint and take the steps necessary to prevent continued harassment. Every effort will be made to maintain appropriate confidentiality.

**Definition of Sexual Harassment:** Sexual harassment can be words, pictures, looks, or actions. It is unwanted, uncomfortable, and suggestive attention to a person's sexuality which humiliates, belittles, embarrasses, degrades, manipulates or threatens that person, or which pressures that person to engage in sexual activity. Both men and woman can be sexually harassed. Sexual harassment includes touching, questions, jokes, stories and inference which would make a reasonable person feel uneasy.

### Filing a Sexual Harassment Complaint

1. Report your complaint to the Student EO Officer as soon as the incident occurs, or as soon as the pattern of offensive or harassing behavior is established.

2. The Student EO Officer will help you determine whether or not your complaint should be put in writing and will assist you in doing so. Complaints should contain circumstances of the offense, witnesses and other detailed information which will add strength and credibility to the claim of sexual harassment.
3. Once a written complaint is received by the Student EO Officer, an investigation will be done by the Officer on behalf of the Center. The Student EO Officer will attempt to resolve the complaint within 14 days. The Student EO Officer, on behalf of the Center, will issue a written determination of the complaint and the investigation.
4. If it is determined that sexual harassment has occurred, swift and decisive action will be taken.
5. If the complainant is dissatisfied with the initial determination by the student EO Officer, the determination may be progressively appealed to the Center Director and finally to the President of TDC. The complainant may appeal to the Directorate of Civil Rights. The address is:

Directorate of Civil Rights (DCR)  
200 Constitution Avenue, NW  
Room N4123  
Washington, DC 20210

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### **Loring Job Corps Student Pay System**

While in job Corps, you will be eligible for a monetary stipend commonly referred to as "Student Pay". This stipend is designed to assist you with purchasing personal products and other things you may want to purchase.

The amount of funding that you are eligible to receive depends on the time that you have been here on center. Upon completion of

each time period listed below, your stipend will automatically increase to the amount listed for that time period.

1-56 Days	\$25.00 per Pay Period, after deductions \$23.01
57-122 Days	\$30.00 per Pay Period, after deductions \$27.67
113-182 Days	\$40.00 per Pay Period, after deductions \$37.11
183 Days and over	\$50.00 per Pay Period, after deductions \$46.03

The monetary stipend is distributed every other Tuesday in the cafeteria during the lunch periods. During your lunch period, staff will be present to distribute your stipend to you. Also, staff members from Finance and Data Management will be on hand to assist you with any questions that you may have.

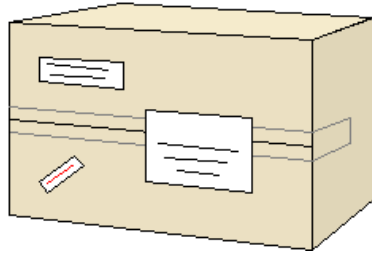
There are a few situations that may cause your stipend to be less than normal, such as:

1. AWOL and or Leave without Pay Status – Being off center without an approved leave or in a non paid status will affect your pay.
2. Fines – being late for class, missing medical appointments could also affect the amount you are eligible to receive.
3. Restitutions – funds owed the center for things such as; losing books, ID's or destruction of property.

## **Safety & Security**

Safety is a number one priority at LJCC. Loring employs a Security staff that is present 24 hours a day, 365 days a year. Loring is committed to an environment that is both healthy and safe. We feel strongly that these two elements are essential for our students to be successful.

When you arrived on center, you went through a luggage check. This will occur every time you leave center and return. Again, safety is our #1 Priority!



If you receive packages from home, a Security person will be present when the package is opened to make sure no unauthorized items are received.

*(See Unauthorized Goods List on page 16)*

Drugs, of course, are not welcome on our center and we do from time to time utilize the talents of a drug sniffing dog that has been trained to help us keep our center drug free.

When returning from an off center trip you may be asked to show a receipt to ensure you made a proper purchase.

Finally, if, while you are enrolled here, you see something that may pose a danger, please let a staff person know as soon as possible.

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Fire safety is the responsibility of everyone. Candles, electric cords that are broken, cigarette smoking, overloaded outlets are NOT PERMITTED in the dormitories.

When you hear a fire alarm anywhere on center, EXIT the building immediately. Fire drills will be conducted when you least expect them so that when alarms do signal FIRE, we are all prepared to move quickly. A fire drill may be conducted in the middle of the night.



If there is anything the Safety Department can do to help you reach your goals, please don't hesitate to ask for assistance.

LJCC has a student/staff Safety Committee that works toward ensuring that the center remains safe and secure. This committee serves as the voice for students and staff who may have safety



concerns. A \$50 incentive is given to any student or staff member who recommends a safety practice that is implemented on Center.

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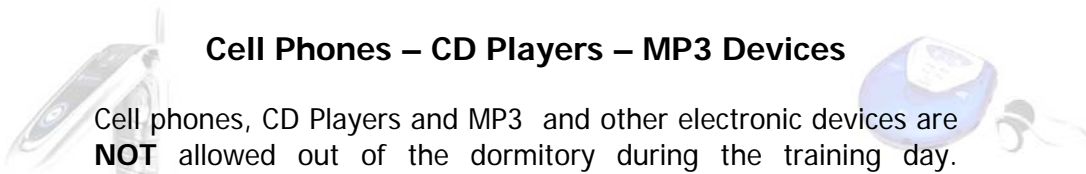
### **Unauthorized Goods List**

1. Tools – screwdrivers, hammers, nails (any general tool), any homemade weapons, and/or all weapons and instruments with the primary purpose of inflicting personal injury.
2. Knives – i.e., switch blades, gravity knives, straight edge razor blades, utility knives, butter knives, (all blades).
3. Bleach or any other cleaning supplies (Exception within Laundry detergents)
4. Rubbing Alcohol\*
5. Aerosols are not permitted on Center\*
6. TVs must be 13" or less in size
7. Lighter Fluid, Butane of all types
8. Rolling papers, loose tobacco, tubes, chewing tobacco, other tobacco paraphernalia (No Exceptions)
9. Amplifiers are not permitted on Center
10. Drugs and Drug Paraphernalia – to include barbiturates, amphetamines, LSD, Heroin, Cocaine, and look-a-like drugs, except when prescribed by a Center physician
11. Candles – may possess if no wick
12. Hot pot, coffee maker, toaster, etc.
13. All medications must be taken, inspected and labeled by Health Services
14. Firearms and ammunition
15. Animals (including fish) are not allowed on Center.
16. Explosives and incendiaries
17. All alcoholic beverages, logos' advertising alcohol products, illegal drugs or weapons
18. Chemical Mace
19. Pornography (No Exceptions)
20. Extension cords without GFI protection
21. Bandana's of any type
22. Mouthwash that has any alcohol content
23. String lights
24. Laser pointers
25. Binoculars
26. Camcorders/Digital cameras with both still photos and video capacity/telephones with video and photo capabilities

- 27. Polaroid cameras (instant)
- 28. Black Lights or strobe lights
- 29. Gang Paraphernalia i.e., pictures, posters, t-shirts, etc.
- 30. Plug-in air fresheners
- 31. Powder products (see Health Services for Substitute)
- 32. Two Way Radios/Walkie Talkies

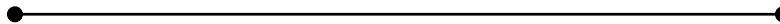
### **Student I.D. Card**

You are issued a pictured student I.D. card the first week of enrollment. You **MUST** keep it with you at all times. It is required to receive your pay, to participate in recreation events, to enter the Dining Hall for meals, and at other times throughout the day. If a staff member asks you to show your I.D., do so promptly and courteously. If you lose your I.D. card, a new one must be obtained from Data Management. A fee of \$5.00 will automatically be deducted from your student payroll.



### **Cell Phones – CD Players – MP3 Devices**

Cell phones, CD Players and MP3 and other electronic devices are **NOT** allowed out of the dormitory during the training day. Students will sign a Cell Phone/Electronic Device Policy Agreement Contract acknowledging the policy. Students found with these items during the Training day will have them confiscated. Cell phones with cameras are not permitted on center at any time.



## Career Development Services System



### Outreach and Admissions (OA)

This is the time when as a prospective student, you learned how Job Corps could start you on a career path. You met with your Admissions Counselor to complete an application and provide information needed to assess your commitment to the Job Corps program. You learned about the details of life on center and made choices as to the center you wanted to attend and the training you were interested in.

As a student in the Job Corps program, you are now an important part of the Outreach process. Loring Job Corps supports the Refer-A-Friend program which allows you the opportunity to assist your friends in enrolling into the Job Corps while earning some monetary incentives. Please ask about this unique opportunity to share your experiences with others.

## Career Preparation Phase (CPP)

The Career Preparation Period (CPP) is designed to help you become familiar with the services that LJCC provides to its student body.

It will also give you the opportunity to learn new things and build a strong foundation for your future.

CPP will introduce you to the Loring Job Corps Minimum Standards. Once on Center, students will be required to sign the following contracts:

- Workplace Expectations Contract
- Cellular Phone and Electronic Devices Contract
- Center Dress Policy and Smoking Fact Sheet
- Center Sanction Guide



During CPP, you will meet with key staff, complete class work and take reading and math TABE tests (Test of Adult Basic Education). The TABE tests are designed to measure achievement in reading and math. The results of these tests will assist us in placing you in the correct academic classes when you complete CPP. Other assessments will also be administered to assist in providing you with any appropriate support services. We want to provide opportunities to assist you in achieving your goals.

You will learn about Loring's Leadership Program, be introduced to Work Base Learning, and complete a Customer Service Certification! This certification will go in your portfolio, so, already you will have earned a certification in your first 60 days at Loring.

In addition, you will learn computer skills that are vital in today's work place, build a resume and develop good interview skills.

You will take a close look at all of the Career Technical Training opportunities we have to offer so that you can make a choice that is right for YOU. You will be informed of career lattice and latter opportunities as well as advanced training programs.

CPP also serves as a probationary period for you. During this time, you will be evaluated on important personal skills like dressing appropriately, getting along with fellow students and staff, and demonstrating a growth in all areas of Career Success Standards.

You will need to complete CPP successfully before you enter academics or your career technical training program.

CPP is your first milestone. Be patient, learn about the Center, follow the guidelines and do the best you can to move toward reaching the goals you have set for yourself.

## **Career Counselors**

Each student is assigned a Career Counselor upon their arrival to center. Your Career Counselor will meet with you on a regular basis to assist you throughout your stay at Loring Job Corps Center.

The following are some reasons you may want to consult with your Career Counselor:

- ✓ Progress in your Academics/Career Technical Training Program
- ✓ Homesickness
- ✓ Problems adjusting to Center life
- ✓ Pass or Leave procedure information
- ✓ Personal problems at home or on center
- ✓ Planning for your future

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## Career Development Period (CDP)



The third phase of CDSS is the Career Development Period. When you have successfully completed CPP, based on your individual readiness level, you will continue on to CDP, where most of your time in Job Corps will be spent. This is where you will actively participate in your academic and career technical training program.

### Academic Classes

Student employees are assessed by the TABE (Test of Adult Basic Education) to determine their individualized placement status in academic classes. Once in class, students progress at their own pace, but are expected to make continual progress throughout the program.

Goals for progress are set by the students, their instructors and Career Counselors.

All classes use GED-preparation, career technical training related materials, magazines, the Internet, and newspapers in their fields. The instructors use a variety of methods of instruction to keep your interest level high. Applied academics allow you to understand just how important math and reading are in your career and tie both of your training areas together for optimal learning.

Academic classes are as follows:

- Reading
- Math
- GED Preparation
- HSD Program

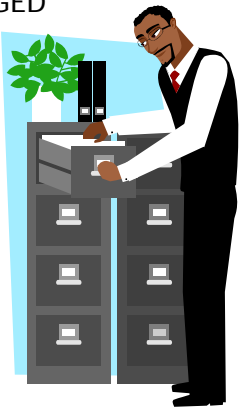
According to the State of Maine, student employees must be at least 17



years old before they will be permitted to take the GED test. LJCC periodically transports students to Vermont for GED testing for 16 year olds.



### Career Technical Training (CTT)

The Loring Job Corps Center offers Career Technical Training Programs (CTT) that are aligned with industry standards. Instructors and Center Staff will assist students in developing Career Technical Training skills and Career Success Standards moving Loring students to the “Front of the Hiring Line”.



The Center has established partnerships and agreements with industry leaders and employers providing Job Corps graduates job placement opportunities leading them on a life long career path to their future.

Fifteen Career Technical Training Programs are provided on Center. It is here you will learn carrying out duties and mastering the skills in a workplace environment.

<p><b>Health Occupations/Medical</b></p> <p>Medical Records            Medical Billing            Medical Transcriptionist            Medical Receptionist            Certified Nursing Assistant            Clinical Medical Assistant</p>	<p><b>Computer Technology</b></p> <p>Cisco Systems            Cabling &amp; Networking</p> 
<p><b>Culinary</b></p> <p>Culinary Arts</p>	<p><b>Construction</b></p> <p>Carpentry            Cement Masonry            Electrical            Painting</p> 
<p><b>Automotive</b></p> <p>Auto Service Technician            Commercial Driver's License</p>	

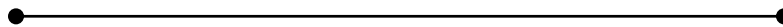
## Work Based Learning (WBL)

Loring Job Corps has established relations with a variety of employers to provide WBL opportunities both locally and at various sites throughout New England.

The WBL program begins in CPP. During CPP students will have the opportunity to open a bank account, visit the Presque Isle Career Center, begin job shadowing, explore the labor markets, and visit local area employers. Work Base Learning opportunities in CDP are designed for students who have reached certain levels of program completion. The advantages of the WBL program are numerous and include:



- The opportunity to work in an employment setting where you will be supervised in a regular workplace.
- You will enhance your social and employability skills through WBL
- You will be exposed to various training and work environments
- The opportunity to continue developing your career success standards
- WBL can lead to permanent employment



### Class Schedule

Breakfast:	Opens at 6:30 am
	Closes at 7:30 am



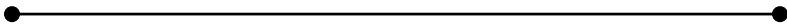
The work day begins when you leave the dorm in the morning and ends at 4:00 pm Monday thru Friday.

Beginning as early as your 5<sup>th</sup> week on Center you will be assigned a schedule based on your career technical training choice and the results of your Tests for Adult Basic Education (TABE). Classes begin at 8:00 am and end at 4:00 pm. Unlike high school and college, you will not receive grades but progress based upon the goals established on your Personal Career Development Plan (PCDP) and the Training Achievement Record (TAR). The course of study is individualized to meet your needs. The only person you compete with is yourself.

8:00 am	-	9:00 am.....	First Period
9:00 am	-	10:00 am.....	Second Period
10:00 am	-	10:15 am.....	Break
10:15 am	-	11:15 am.....	Third Period
11:15 am	-	12:15 pm.....	1 <sup>st</sup> Lunch/4 <sup>th</sup> Period
12:15 pm	-	1:15 pm .....	2 <sup>nd</sup> Lunch/5 <sup>th</sup> Period
1:15 pm	-	2:15 pm .....	Sixth Period
2:15 pm	-	2:30 pm .....	Break
2:30 pm	-	3:15 pm .....	Seventh Period
3:15 pm	-	4:00 pm .....	Eighth Period

**Center Support**

ALL students are expected to be scheduled for “CENTER SUPPORT”. You will work with one of various departments on campus, helping with daily chores and tasks. This opportunity encourages all staff and students to be stewards of our center.



**Proper Use of Computers**

Job Corps computers and networks are government property.  
Using computers is an important part of vocational and educational training, as computers provide important job skill.

When you use a Job Corps computer, your computer use may be monitored at any time; this includes e-mail or any other activity.

Prior to using any center computer you will be required to sign an agreement that states you will adhere to center policy regarding computers and internet regulations.

Remember...You are responsible for following the rules.

When computer systems are disrupted or misused, it affects everyone.

### **Unacceptable Computer Behavior:**

- Anything that breaks the law
- Any use of sexually-oriented materials
- Installing software without permission
- Bypassing Job Corps security
- Connecting hardware without permission
- Downloading or transmitting copyrighted music
- Forwarding mass mailings
- Using Job Corps computers to visit MySpace, Face Book, or dating sites.



## **Career Transition Period (CTP)**

You will start Career Transition Phase (CTP) readiness during your first few months on Center. You will attend workshops and activities during your scheduled training day and your personal development time. These sessions are designed to give you a solid foundation on which to build in areas such as Resume Building, Interviewing Skills, Job Search Resources and Career Success Standards.



## **Employability Assessment Panels**

As you near the end of your training at Loring, you will be referred by your Enterprise Team for an Employability Assessment Panel (EAP). This Panel of staff works with you to outline a transition plan that includes such things as job placement, assessment of housing needs, child care, transportation, and any other needs.

After your EAP, you will be scheduled to work in the Learning Resource Center (LRC) with the Career Transition Team. This will give you plenty of time to fine-tune your vocational skills, practice interview techniques, complete your resume/portfolio, and start a job search. The CT staff will offer you support in securing a job, housing, health care, linking you with appropriate family services, helping with transportation issues, and any other needs you may have.

It is our goal for all program graduates to leave Loring with a solid plan enabling you to achieve long term success. This could include a verified job, advanced training or college placement, or military enlistment.

Your career is the last stage of the Career Development Services System, but not the end of Job Corps' assistance. Once you are employed and have left Job Corps, our relationship will continue. We will ask you to keep in touch with us. You may need assistance and we will be there for you.

## Graduation

Loring Job Corps Center holds graduation ceremonies three times a year. As a graduate, you will be invited to come back on Center to participate. You will have the opportunity to wear a cap and gown and stand tall in front of Center students, staff, friends and guests.

## Transitional Services

Transitional Services are determined by your commitment to the program, the manner in which you are separated, and what level of completion status you have gained. Career Transition Specialists, located throughout the country who can be assigned as part of your support services once you leave the Loring Job Corps Center program.

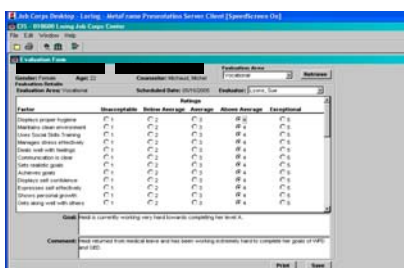
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## Performance Evaluations (PE)

The Performance Evaluation is an assessment tool which ensures that you are benefiting from the program. You will attend a PE panel within your first 45 days on Center and approximately every 60 days thereafter. At the meeting, evaluation material from your Academic and Career Technical Training 3Instructors, Residential Advisor and Work Place Supervisor (if applicable) will be reviewed, concerns discussed and goals set.

You earn your Phase Levels based upon:

- ✓ Numerical Scores
- ✓ Personal Behavior
- ✓ Accountability to scheduled work areas as well as Center



Factor	Observability	Below Average	Average	Above Average	Exceptional
Residence proper hygiene	P-1	P-2	P-3	P-4	P-5
Residence clean environment	P-1	P-2	P-3	P-4	P-5
Follow house rules	P-1	P-2	P-3	P-4	P-5
Residence proper appearance	P-1	P-2	P-3	P-4	P-5
Communication in class	P-1	P-2	P-3	P-4	P-5
Follow facility rules	P-1	P-2	P-3	P-4	P-5
Residence good	P-1	P-2	P-3	P-4	P-5
Residence self awareness	P-1	P-2	P-3	P-4	P-5
Residence self attitude	P-1	P-2	P-3	P-4	P-5
Residence personal growth	P-1	P-2	P-3	P-4	P-5
Time during visit with others	P-1	P-2	P-3	P-4	P-5

Your PE outcomes will determine your Phase Placement. More information can be found on page 46.

## **Student Leaves**

There are certain situations that may allow for excused time away from your training on center. These guidelines are established by the Department of Labor and must be adhered to.

### **Paid Administrative Leave Off-Center**

- ❖ Home-Based WBL
- ❖ Off Center training requiring overnight stay
- ❖ Career Related Activities
- ❖ Firefighting, Emergency Services
- ❖ Center Miscellaneous
- ❖ En Route

### **Paid Administrative Present for Duty On Pass**

- ❖ Visit family/friend/national guard

### **Paid Administrative Leave Not Present for Duty**

- ❖ Winter and Summer Break

### **Paid Administrative Not Present for Duty With Pay**

- ❖ Center closure for emergency
- ❖ Securing medical treatment
- ❖ Subpoenaed court appearance
- ❖ Temporally house off-center
- ❖ Life treating illness/injury
- ❖ Illness or injury of child

### **Paid Not Present for Duty Bereavement**

- ❖ Death in immediate family (mother, father, spouse, grandmother/grandfather, child, sister, brother, guardian, someone acting in lieu of parents)

### **Paid Not Present for Duty Active Duty Military**

- ❖ Active Duty Military, Short-term active duty in National Guard

### **Paid Not Present for Duty Personal Leave**

- ❖ Used at students discretion: 5 training days available upon enrollment for personal leave. After 6 months of enrollment, 1 training day is accrued.

**Unpaid-Not Present for Duty-Administrative Leave**

- ❖ Un-subpoenaed court appearances, pending review board, elective medical treatment, appearance probation/parole, cultural/religious practices

**Unpaid-Not Present for Duty-Administrative Leave**

- ❖ For non-residential students who are custodial parents that have to remain at home to care for their dependent children during sickness or interruption in day care services.

**Community Living**

Community Living is your “*home*” on Center. Here you learn to care for yourself, your home and live in a community with others. The dorm and recreation facilities are where you will enjoy the company of other students. You will be part of a team who is responsible for creating a fun, safe and clean atmosphere. Residential Advisors (RA) are on duty to serve as a resource of information to students as well as to supervise the dorms, but as you practice and develop your leadership and independent living skills you may serve as a wing leader in the dormitory.

**Wing Meetings:**

Tuesdays &  
Thursdays at  
6:30 PM

**Residential Hall Expectations**

- Keep your room clean and ready for daily and unannounced inspections.
- Participate in Wing clean up duties, including common areas used by all.
- Change your bed linen once weekly in accordance with the linen exchange program.
- Cooperate with students in leadership positions.
- Attend regularly scheduled Wing meetings.
- Dress appropriately when leaving your room.

- Play your music at a reasonable level or with headphones so as not to disturb others (should not be heard outside your dorm room).
- Abide by the curfew, quiet hours and dorm clearance times.
- Do not bring pets of any kind in the residence halls.
- Respect and properly use Center furniture and equipment.
- Do not sell products of any kind in the dormitories unless they are officially-sanctioned, fund-raising items.
- Use appropriate communication – no swearing or yelling.
- Use only doors for entering and exiting any building.
- Set your thermostat to 70 degrees and close windows when leaving your room.
- Respect each other's differences and value diversity.
- Do not horse play or wrestle in the residential halls or anywhere else on center.
- Open your door promptly when staff knocks to enter.
- Immediately report violations of Center expectations to your Residential Advisor (RA).
- Members of the opposite gender are not permitted in each others dormitories.
- Follow center rules by not having unauthorized goods in your room.
- Decorate your room following the Community Living guidelines.
- Treat each other with respect and caring.
- Store your valuables in your locked closet using only a lock provided by the center.
- Electrical appliances and other fire hazards including candles, extension cords and incense are not allowed in students' rooms.
- Exit the building promptly during fire alarms.

### **Student Mail and Packages**

Each day when student mail is received by the center, the community Living department will put out a mail list and post it throughout the campus e-mail. Each R.A. will also have a copy.

You will receive any incoming mail through your R.A. on your wing. To pick up your mail, you must present your I.D. and sign for the mail you have received.

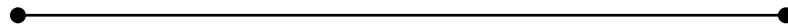
All Packages that are mailed to center will be included on the mail list. You must go to the security office, present your I.D., and sign for the package. Once you sign for your package security will open your package for a safety check.

### **Center Phone Usage**

Each wing has phones for students to use with a calling card. Calling cards are sold on center by the S.G.A.

### **When the Rules are Broken**

- Any damage to room or furnishings (including graffiti) will be charged to the student(s) responsible.
- Students will be charged for blankets, sheets and bedspreads not turned in.
- Students will be charged for lost or unreturned Center-issued keys (\$5.00 each occurrence).





## Student Government & Leadership

The Student Government Association (SGA) at Loring Job Corps Center gives you a voice in programs, activities and rules that govern the Center. This effort is only as effective as you make it.

### **Student Government Officials and Committees**

A President, Vice President, Secretary, Treasurer and Sergeant at Arms will be elected by the student body every six months. Each dormitory wing will elect Senators and Representatives to represent their wing at SGA meetings.

To become eligible to be an elected official in student government, you must be enrolled in the program for at least sixty days, be a positive student, perform satisfactorily in your education, Career Technical Training Program and community living, have no major incidents six months prior to being elected and have participated in Leadership II class.

SGA committee meetings are held monthly and are open to the student body. If you want your voice heard, attend the meeting or participate in the following committees:

**Health Services:** Meets monthly with the Manager of Wellness Center to provide feedback and input on the students' perception and understanding of the services provided by the Wellness Center.

**Rules:** Meets monthly with the Center Standards and Incentive Officer Manager to discuss the rules and regulations for student behavior on Center.

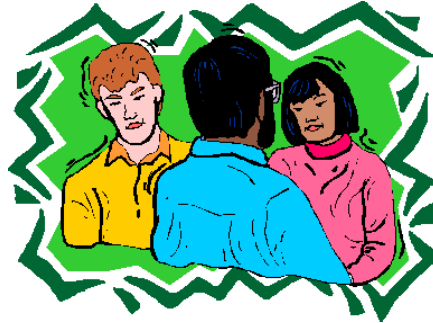
**Food Services:** Meets monthly with the Food Services representatives to discuss the quality and selection of menus.

**Recreation:** Meets at least monthly with the Recreation staff to provide suggestions for and assistance to recreational programs.

**Education and Training:** Meets at least monthly with Education and Training management to give feedback and recommendations for the education and Career Technical Training programs.

**Safety:** Meets monthly with the Center Safety Officer and to discuss concerns of safety issues throughout the Center.

**Community Living:**  
Meets monthly with Community Living management to give feedback and recommendations for the Community Living programs.



**Human Resources/Diversity:**

Meets monthly with students and staff Equal Employment Officers to give feedback about any sexual harassment or discriminatory acts on Center and promotes a harassment free environment.



**Student Emergency Loan Fund:**

The Student Government Association oversees funds acquired by student fines, vending machines, student store, and other fund-raising activities. The proceeds raised will fund students' activities and emergency loans for students. Students may, in emergencies only, request through SGA up to \$30.00 which can be deducted from their student pay.

For more information on SGA visit the SGA office located in the Community Center.



## Recreation

Get Involved! The Loring Recreation Department offers indoor and outdoor adventures and programming designed for avid sports minded individuals or individuals who may be adventurous enough to try something new. No matter what your interest the Recreation Department offers diverse programming to keep you engaged after the training day, on weekends and holidays. While in Northern Maine, enjoy the beautiful seasons and all the fun that goes with them. Just take a look!

- |                  |               |                  |
|------------------|---------------|------------------|
| ◇ Basketball     | ◇ Baseball    | ◇ Bingo          |
| ◇ Canoeing       | ◇ Checkers    | ◇ Chess          |
| ◇ Drawing        | ◇ Fishing     | ◇ Hiking         |
| ◇ Mall Trips     | ◇ Movie Trips | ◇ Rollerblading  |
| ◇ Roller-skating | ◇ Soccer      | ◇ Snowboarding   |
| ◇ Snowshoeing    | ◇ Swimming    | ◇ and much more! |

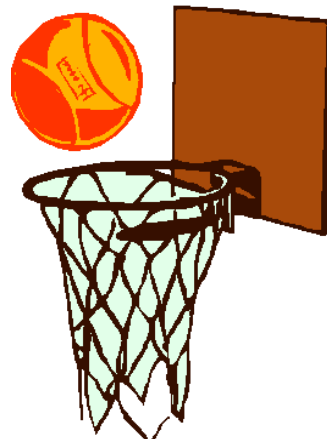
## Community Center

The Community Center is the home for such activities as dances, communications meetings, awards assemblies, graduations, talent shows and other events.

## Recreation Center

This complete fitness facility offers a variety of athletic, recreational, and fitness areas.

- Gymnasium (which houses a regulation basketball court,



two sided basketball hoops, one full volleyball court and has a capacity for 500 spectators) and rock climbing wall.

- Arts & Crafts Room and Mud Room
- TV Lounge (with large screen TV, VCR, DVD with surround sound and auditorium seating)

### **Fitness Center Hours:**

MON-WED	4:00 PM - 9:30 PM
THUR	8:00 PM - 9:30 PM
FRI	4:00 Noon - 11:30 PM
SAT	12:00 Noon - 11:30 PM
SUN	12:00 PM - 9:30 PM

- New Game Room with billiard tables, ping pong table and foosball, card games, video games
- Free weight room
- Racquetball Court and Wallyball Court
- Men's & Women's Locker Rooms
- Cardio Vascular Room
- SGA Game Room
- Multi-Purpose Room
- Equipment needed for indoor and outdoor team and individual sports
- Chess Tournaments
- Billiards

**Team Sports:** Loring has center basketball, softball, volleyball and roller hockey teams.

**Recreation Leaders:** Students who have completed the Leadership II class are encouraged to apply for a position as a Recreation Leader. Talk to any member of the Rec. Staff for more information on becoming a Recreation Leader.

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## Smoking Policy

- Smoking is a privilege and not a right at our Job Corps Center. The Loring Job Corps Center does not encourage or promote smoking.
- The Center's smoking policy does not allow for students to smoke during the "training day" and is detailed below.
- Smoking will only be allowed outside of the training day:
  - 6:00 AM to 7:45 AM
  - 4:00 PM to Curfew
  - 6:00 AM to curfew on Saturday, Sunday and "Holidays/Non-Training Days"
- Smoking will only be allowed at designated smoking areas and during the authorized times only. Smoking will not be allowed during transit (walking between smoking areas)
- Smoking will only be permitted at the following designated smoking areas:
  - Wing 2 end of the Katahdin Hall



- Wing 10 end of the Penobscot Hall
- Outside to the Recreation Center
- All of age smokers will be required to take a class and receive a smoking permit which must be carried and displayed when smoking. The permit and ID must always be made available upon request.
- Adult students may not provide tobacco products to minors and violators will be reported to the local police department.
- The following items will still be banned under the new smoking policy:
  - Loose tobacco, rolling papers and machines
  - Cigars and pipes
  - Chewing tobacco
- Smokers will be responsible for maintaining/cleaning the smoking areas and picking up cigarette butts around campus.

The center Tobacco Use Prevention Program (TUPP) Counselor will be helpful to assist you with smoking cessation.

### **Smoking Cessation Classes**

Loring Job Corps Center offers ongoing Smoking Cessation Classes. If you are interested please stop by the Wellness Center to inquire.

### **Maine State Law:**

Anyone under the age of 18 with tobacco or paraphernalia in their possession, or anyone supplying a minor with such; faces a \$100.00 fine.

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## Religious Services

Religious services are available for students of various denominations in the surrounding communities. The center will provide you with transportation to local area services. See your residential staff for details.



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## Health & Wellness Center

The Wellness Center concentrates on high quality basic care aimed at assisting you in maintaining your health so you can be successful during your stay at Loring.

Basic health care services for medical, dental, mental health and substance abuse (TEAP) concerns are available here at the Center. We also offer specialist referrals for health concerns and assistance to students applying for Maine Care or other health insurance to help cover the costs of specialized services.



Our goal is to not only provide the best possible service but to also give you the skills and resources to maintain a healthy lifestyle.

The Wellness Center is staffed by professionals in the health field such as Registered Nurses, Board Certified Doctors, Family Nurse Practitioners, Dentists, Mental Health Counselors, and a Substance Abuse Counselor.

TEAP is here to assist you to learn to live a successful and substance-free life. If you are concerned about your drug or alcohol use, or simply want more information, contact our TEAP Coordinator who is located in the Wellness Center.

We also provide training classes on diet, exercise, medications, and other lifestyle choices.

### **Student Walk-in Hours:**

Student Walk-in hours at the Wellness Center are as follows: Monday – Friday 6:45AM to 7:30 AM 11:15 AM to 12:00 PM 1:00 PM to 1:15 PM 4:00 PM to 5:00 PM
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These times are designated to offer you an opportunity to address your health concerns.

Appointments for medical services will be set up and you will receive a reminder slip telling you when your appointment is scheduled. It is important that you DO NOT miss your scheduled appointments!

Each member of our staff is trained in first aid and CPR. Therefore all areas of the Center are protected by knowledgeable staff.

If you become ill during the evening or on a weekend or holiday, your well-being will be taken care of by staff who are on campus or the nurse will be contacted for further instructions, which will have your best interest at heart. Your well being is very important



to us. If necessary you will be transported to an off center medical facility.

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## Dining Services

The Food Services Staff welcomes you to Loring Job corps Center. We look forward to your suggestions and ask for your cooperation in keeping the dining areas clean and enjoyable. Remember you are required to show your ID at each meal.

### Dining Hall Schedule:

Monday – Friday	
Hot/Cold Breakfast	6:30 am to 7:30 am
1 <sup>st</sup> Lunch	11:15 am to 12:00 pm
2 <sup>nd</sup> Lunch	12:15 pm to 1:00 pm
Dinner	4:30 pm to 6:30 pm
Saturday, Sunday & Holidays	
Brunch	10:00 am to 12:30 pm
Dinner	4:30 pm to 6:30 pm
Snacks	
Friday/Saturday/Sunday	
8:00 PM	

Please give your feedback to the Food Service Manager on items you would like to have or better yet, participate as a member of the SGA Food Service Committee.

### Dining Hall Rules:

- Center policy on dress applies during all meals. No hats or other headgear.
- Please adhere to posted times.
- Respect others by not cutting in line.

- Take only as much food as you can eat. You may always go back for more.
- Take only two glasses and refill as needed.
- Place your trays, dishes and silverware on the tray carts before leaving
- Excessive noise and horseplay are not allowed.
- MP3 devices, CD Players, headsets, game-boys and cell phones should be left outside the dining hall.
- Sports equipment should be left outside the dining hall.
- No food or dishes of any kind will be allowed to or should leave the dining hall, unless authorized by Food Services Manager.
- Students are **NOT** allowed to bring their own cups or containers into the dining hall.



## **Campus Dress Policy:**

### **Work Day Dress Standards**

- Workplace uniform must be worn during the training day.
- Shirts must be tucked in. Any T-shirt or undergarment worn under the shirt must not extend below sleeve of uniform shirt.
- Pants must sit on the waistline and be of proper size.
- Belts must be worn (required for males), buckled properly, centered and not left open or dangling (male and females).
- Undergarments cannot be visible above waistline of pants.

- Closed-toed shoes must be worn and laced; safety boots for CTT programs where requirement exists.
- Hair must be properly groomed, clean and neat (combed, braided or pulled back). Beards must be neat in appearance. Designs or initials shaved into the hair, and eyebrows, or rainbow colored and day glow colored hair are prohibited. Haircuts such as Mohawks, Ones, and spikes or other unusual haircuts deemed inappropriate for the workplace are prohibited.
- Identification cards must be in possession at all times on campus.
- Body-piercing adornments, other than earrings, are not permitted during work hours such as grills, gages, tongue rings, nose rings, lip piercing, eyebrow rings or facial piercing of any type.
- Large, oversized earrings are not allowed during the training day.
- Head gear: Bandannas, wave caps, scarves, stocking caps, do-rags, hats, curlers, and all other head gear not listed are prohibited inside any building including the cafeteria and dorm. Religious covering may be worn with prior approval from the Center Director or designee.
- Tank tops, halter tops, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/belly button, bare midribs, unclothed upper body, and muscle shirts are not permitted. Skirts and dresses must be at workplace appropriate length.
- Slippers, house shoes, beach thongs, flip flops and bare feet are a safety hazard and are not permitted. If the shoe has laces, it must be tied.
- Gang-related clothes/colors may not be worn in a pattern that reflects gang involvement. Any clothing that may symbolize gang affiliation, hatred or violence is prohibited.
- Clothing or accessories may not be worn which signify hustling, loan sharking, gambling, gang affiliation, violence, drugs, alcohol, sex or contain any type of vulgar or suggestive expression. Please note that if you are in possession of these items they will be confiscated.
- Hair picks or combs may not be left in the hair.

- Night wear, sleep wear, robes and pajamas are permitted in the dorm room only.

### **Non-training Hours Dress Code Standards**

- To include all of the above in addition to the following:
- Clothing that promotes drugs, tobacco, violence, alcohol, obscene/suggestive/offensive messages is not allowed. Please note that if you are in possession of these items they will be confiscated
- Night wear cannot be worn outside the dormitory room at any time.
- No spaghetti-strap tops, halter tops, tube tops or other revealing tops or clothing is allowed.
- Bandannas of any color are not permitted.
- Students must have ID cards on their person at all times.
- Head gear: Bandannas, wave caps, scarves, stocking caps, do-rags, hats, curlers, and all other head gear not listed are prohibited inside any building except the dorm. Religious covering may be worn with prior approval from the Center Director or designee

I agree to these rules and any others established in individual program areas.

The Loring Job Corps Center has developed a professional attire dress standard that reflects the Center's policy regarding appropriate dress as well as the National Job Corps Student Dress Standards.

### **General Student Dress Standards**

- Pants must be appropriate in size and worn at the waist at all times. Pants will be properly belted and properly fastened.
- Gang-related symbols or dress is not tolerated. Beads, scarves, bandanas or colors which may represent gangs or gang behavior are not permitted at any time.

- Graffiti and screened messages, clothing or jewelry which display messages or pictures regarding drugs, alcohol, sex, obscene language, and slurs against other cultures or ethnic groups are not permitted.
- Clothing depicting violent or nude scenes and clothing bearing profanity, references to drugs and alcohol, or otherwise provocative or inappropriate slogans will not be permitted at any time.
- Cross-gender dressing is not allowed on center. This includes makeup for males.
- Hair should be neat and clean. Excessive or drastic hairstyles may be deemed inappropriate. Any hair color that is unnatural is not permitted. Hairstyles that include names, symbols or lines carved into the hair are not allowed.
- Sunglasses should not be worn in any building.
- Colored contacts that are not a natural eye color or that change the appearance or shape of the eye are not allowed on Center.
- Shirts and blouses must be worn buttoned so that chest and stomachs are not exposed. Appropriate undergarments, including bras for women, must be worn at all times when in public.
- Shoes must be worn at all times and properly tied or fastened
- Shorts, skorts and skirts must not reveal more than half the leg above the knee.
- No slippers (house shoes), beach thongs (flip flops), or sport sandals may be worn outside the dormitories.

## **Professional Attire**

In the world of work, we believe an individual's appearance is critical to the hiring process. The established standard of dress allows students the opportunity to report each day as if they were reporting to work in a real world situation. The clothing issued to students during the Career Preparation Phase, is the expected attire until students are officially placed into a career technical training program, which might require a professional attire specific to that vocation. The following standards should be followed: dresses and skirts should be knee length, pants should be worn at the waist and belted. Shirt tails designed to be worn tucked-in should be tucked-in.

By dressing professionally, we believe our students will develop a sense of personal pride. The following minimum expectations have been established for academic classroom, career technical classrooms and off-center dress:

- Students are expected to wear the appropriate professional attire each training day, this includes academic classes, drivers' education, testing, and other activities during the training day.
- Students must be clean and well groomed at all times. Clothing should be clean, without tears or holes and free from markings.
- Pants must be appropriate in size and worn at the waist at all times. Pants will be belted and properly fastened.
- Clothing must be appropriate in size and worn at the proper body position. No undergarments of any kind may be visible.
- Shoes must be worn at all times and properly tied or fastened. Shoes will be issued with regard to safety issues. Where safety shoes are not required, the choice of shoes will be a standard that would appear in the workplace for

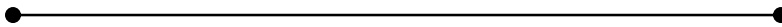
that particular vocation. All footwear will be clean, polished, tied and free of graffiti or markings.

- Hair should be neat, clean and professional. Excessive or drastic styles that may be deemed inappropriate for the workplace are not allowed.
- Hats, caps, or any other type of headwear, including do-rags, should not be worn while inside a building.
- Prescription glasses and vocational safety glasses may be worn at any time, but sunglasses are not allowed in any building without written medical instructions.
- Jewelry is expected to be safe, non-obscene and in compliance with vocational requirements.
- Earrings are to be no larger than a 50-cent piece for women and a dime for men. We don't wear gauges during the training day. Excessive jewelry or makeup and black nail polish are not permitted.
- Facial piercing (eyebrow, tongue, lip, or nose) is prohibited and associated rings are not appropriate during the training day.
- Rolled up pant legs are also not allowed. Pants should not be baggy or sagging.
- Clothing depicting violent or nude scenes, and clothing bearing profanity, reference to drugs and alcohol, or otherwise provocative or inappropriate slogans, will not be permitted at any time.
- Students are expected to represent themselves as models and representatives of the Center, the National Job Corps program and the U.S. Department of Labor when participating in Off-Center Activities and all elements of the Dress Standard apply.

- Personal electronic devices (such as portable music players, cell phones, video games, radio, Game systems and pagers) are to be left in the dormitories during the training day. These items are not appropriate during any activity during the day, including lunch and breaks.

### **Leisure Time Hours**

- Clothing depicting violent or nude scenes, and clothing bearing profanity, reference to drugs and alcohol, or otherwise provocative or inappropriate slogans, will not be permitted at any time.
- Clothing must be appropriate in size and worn at the proper body position. No undergarments of any kind may be visible.
- Attire may not be overly suggestive or provocative. Tube tops, halters and undergarments are not to be worn as outerwear.
- Shirts must be worn at all times when in public. Shirts and blouses must be worn buttoned so that chest and stomachs are not exposed. Belly shirts (midriffs) and halter tops are not appropriate. Appropriate undergarments, including bras for women, must be worn at all times when in public.
- Students must be properly clothed when in lounges, common areas, and recreational facilities.
- Bathrobes, slippers and nightclothes may not be worn in public areas.





## Rules & Regulations

### Overview

*Every student has the right to participate in the Job Corps Program without being subject to violence, drug abuse and other negative behaviors.* That is why Job Corps uses a Behavior Management System which clearly defines what you may or may not do and what the consequences of your actions will be. It also recognizes positive, productive behavior as well as intervention strategies to assist when there is inappropriate behavior.

Staff members are required to: Report negative behavior to the Center Standards Officer (CSO) who oversees the entire Student Conduct System. The CSO processes the reports and imposes sanctions and when necessary, schedules a Behavior Review Board (BRB).

Job Corps defines its Student Conduct System in three levels. Level I offenses, also known as **Zero Tolerance** offenses require automatic removal from center. **Level II** offenses require an automatic fact-finding BRB. If you are found guilty, the likely consequence is termination from the program. **Level III** offenses which have been categorized as minor, intermediate and major. The likely consequences for each are shown in the following:

### Level III Violations and Sanctions

These Incidents/violations are the least serious and most often result in a student receiving counseling or sanctions directly related to the offense committed.

- Using profanity, abusive language or obscene language;
- Refusal to perform assignment or failure to follow staff instructions;
- Absent from assigned activity including work, classes, medical and counseling appointments;

- Disruptive behavior which interferes with the learning or rights of others;
- Cutting lines;
- Violations of dress code;
- Dangerous Horseplay;
- Failure to clear dormitory on time;
- Ethnic agitation including racial name calling and racial remarks. forms of sexual harassment;
- Gambling;
- Hitch-hiking;
- Maintaining or operating a private vehicle on center without permission;
- Being in an unauthorized or off-limits area (refer to Off-Center and Off-Limits Area List);
- Unauthorized Absence from Center;
- Smoking in an unauthorized area;
- Verbal abuse towards others;
- Other actions or behavior established as inappropriate;
- Violation of safety rules
- Vandalism
- Alcohol intoxication on center or under center supervision

## **Level II – Automatic Behavior Review Board**

- Fighting (that does not cause bodily harm to staff or students)
- Sexual Harassment
- Theft or possession of stolen goods
- Inciting a disturbance or creating disorder

- Hazing, Initiation, Harassment – without assault
- Loan Sharking
- Destruction of government or private property
- Arrest for a misdemeanor on or off center
- Gang activity (wearing gang clothing, colors, signs/handshakes associated with known gangs)
- Use, possession or sale of alcohol on center
- Pattern of inappropriate behavior, failure to follow Center rules, lack of full participation in required Center activities as determined by the Center Director.
- Physical Assault with the intent to do bodily harm to student or staff
- Possession of an item that could be used as a weapon on Center or under Center Supervision
- Threat of assault with the intent to intimidate
- Inhalation of volatile intoxicating substances on center or under center supervision

### **Level I - ZERO TOLERANCE POLICY**

When you applied for acceptance into Job Corps, you signed a certification agreement on the Zero Tolerance for Violence and Drug-free Policy. Zero Tolerance means the Center will not tolerate, allow or overlook any violent or drug related incidents – including a “one strike and you’re out” policy for criminal offenses.

- Possession of an illegal weapon on Center

- Physical assault that causes bodily harm to staff or student
- Sexual assault of a criminal nature
- Robbery and/or Extortion
- Arson
- Arrest for a felony on or off Center
- Possession or sale of drugs on Center or under Center Supervision
- Conviction of drug use, possession or sale
- Off center (felony or misdemeanor)
- Use of drugs as evidenced by a positive test conducted upon suspicion or a 2<sup>nd</sup> positive drug test by the end of the 45-day probation period

## **Phase Incentive System**

### **OVERVIEW**

The Student Incentive Program was created in collaboration with student government to provide a structured performance reward system across center which emphasizes personal growth, professional achievement, and opportunities to make choices which have realistic rewards and consequences.

The goals of the Student Incentive System are:

- Effective motivation of students to provide them with realistic goals that are attractive and beneficial.
- Successful staff participation and support

- Acknowledgement and recognition of student achievement and commitment.

## LORING LOOT

Loring Loot is a monetary incentive for students to use to defray travel costs during non break holidays. It is used in conjunction with Center sponsored transportation. Its value is based on a Loring Dollar and is equivalent to a dollar for transportation. Loring Loot may be selected in lieu of SGA gift certificates or incentive selections from the incentives box.

Students will progress through the Phase System based on their performance evaluation (PE) which is conducted every 60 days. Lead RAs and Enterprise Managers will review all PE scores to determine fairness of ratings before forwarding to the Career Advancement Services Director. The Career Advancement Services Director will notify the Community Living Assistant of changes in the Phase for each student. The Community Living Assistant will produce a Phase Sticker to be placed on the top right corner of the students Government Issued ID. New phase stickers will only be issued when there is a change in Phase Level. **Students will be required to have their Phase Sticker on their ID at all times. No Sticker-No Privileges.** Privileges for higher levels will start when the new phase sticker is issued. Commuter students will be allowed to pick up their incentive items and phase stickers by lunch on Friday.

A student may also drop back to a level appropriate to his/her progression. The student will immediately lose any privileges associated with their previous Phase Level. Sanctions for demotions will begin immediately. Students demoted to a lower phase will also receive a sanction if they do not return their card.

1. If a student commits a major incident violation and is placed on contract with the Center Standards Office, they will receive a Red Phase Sticker placed on their IDs when the student receives contract. The Center Standards Office will place them in Red Phase status for a period of 30 days. **The process for re-evaluation is to be initiated by the student with the Center Standards Office.**
2. Students who are demoted to Red Phase based on PE scores will be re-evaluated by their Career Counselor after 30 Days. **The process for re-evaluation is to be initiated by the student with their Career Counselor.**

### **CAREER PREPARATION PHASE (GREEN)**

When a student arrives on Center, he/she will be placed in the Career Preparation Phase until they complete **60** days on Center and receive their first Performance Evaluation (PE). This period of time will be used to determine a new student's level of adaptability to the environment, receptiveness to training, and acceptance of the Center's expectations and standards. In order to move to the next phase, a minimum of 60 on the first PE will be achieved and all components required in Career Preparation will be met. At that time they can advance to the Blue or Silver Phase, or they may be dropped down to the Red Phase.

Qualifications for obtaining rewards and privileges:

- Student has been informed about, and has made a commitment to follow rules, policies, and guidelines set by Job Corps.
- Student is ready to make a commitment towards a positive Job Corps experience.

Privileges:

- A. After fifteen (15) days on Center students are eligible to participate in the Center Supervised trips. (TEAP students are not eligible for these trips).
- B. In-House Phone Cards for five (5) calls.
- C. Dinner & Tour of surrounding Community.

**RED PHASE (RED)**

Students not meeting the performance and behavior expectations of the Loring Job Corps Center will receive **Red Phase**. Students in the Red Phase will be eligible for review after thirty (30) days.

- A. If the student is on Red Phase due to a major violation, the Center Standards Office will report progress to the Community Living Assistant with a copy to Career Counselor.
- B. If the student is on Red Phase based on PE scores, Career Counselor will review their progress in 30 days.
- C. **The process for re-evaluation will be initiated by the student.**

The following criteria are cause for a student to enter the Red Phase:

- 1. Constant low PE scores (122 or less) as an aggregate score on PE Evaluation
- 2. Seven (7) or more absences per PE Period
- 3. Center Standards Office/Center Director/Behavior Review Board Probation Contract.
- 4. Excessive incident reports seven (7) or more within a PE period. All major or zero tolerance offenses will be handled through the Center Standards Office.

#### Consequences/Sanctions:

- A. No off-center activities (Caribou, recreation trips, weekend passes or day passes)
- B. Red Phase Emergency trips will be scheduled once a week
- C. Cleanup Service Hours to be done. Cannot be moved off Red Phase until Service Hours have been completed. 1<sup>st</sup> offense = 5 Hours; 2<sup>nd</sup> offense = 10 Hours
- D. Violation of Red Phase sanctions will be immediately referred to Center Standards Officer for intervention and possible Behavior Review Board.
- E. Students remaining on Red Phase through two (2) consecutive PE periods, will be referred to Behavior Review Board.

#### **BLUE PHASE**

The **Blue Phase** will be the intermediate phase and it is anticipated that the majority of students will be placed in this phase.

#### Criteria:

- 1. Achieve a minimum score of 123-138 aggregate score on PE Evaluation.
- 2. Be on active pay for at least 60 days.
- 3. Have not more than four (6) minor incident reports in a PE Period; further incident reports may result in demotion. All Major and Zero Tolerance offenses will be handled through the Center Standards Office.
- 4. Have no more than six (5) absences in a PE Period.
- 5. Must continue to show progress in the dorm and education areas.



Privileges:

- A. One (1) selection from the incentive box or students may take the equivalent value in Loring Loot.
- B. \$3.00 gift certification to SGA Store.
- C. Student is eligible for weekly Wal-Mart, Mall trips, Dollar Store trips, and Recreation trips.

**SILVER PHASE**

The **Silver Phase** is for students who exceed expectations; make significant achievements in their vocation and/or academics; are positive role models to others; and continue to make progress in their personal development plan.

Criteria:

- 1. Achieve a score of 129-154 aggregate score on PE Evaluation.
- 2. Limit of no more than two (2) minor incident reports within a PE period. All major and zero tolerance offenses will be handled through the Center Standards Office.
- 3. No more than two (2) un-excused absences in a PE Period.
- 4. At least three(3) positives in the PE Period
- 5. Violation of above criteria will result in a demotion to a lower Phase.

Privileges:

- A. To include the Blue Phase Privileges in addition to
- B. Selection from the Incentive Box or students may take the equivalent value in Loring Loot.
- C. \$5.00 gift certificate to SGA store.
- D. Lunch at establishments on Loring Commerce Center at own expense if 18 or over. If under 18, signed consent

form to be kept on file with permission to be granted by the Center Director for all off-center lunches.

- E. Eligible for Leisure Time Employment.
- F. Unlimited weekend passes for accountability purposes  
weekend pass application must be completed and submitted by Wednesday evening at curfew.

## **GOLD PHASE**

The **Gold Phase** is for students who demonstrate leadership on Center; have excellent performance; maintain a positive attitude; and have been in Silver Phase for the last two (2) consecutive PE periods.

### Criteria:

1. Have been in Silver Phase for the last two (2) consecutive PE periods.
2. Achieve a score w of 155 or greater aggregate score on PE Evaluation.
3. No 1's on SPERS.
4. Be actively involved in Center operations. Community involvement in service projects does not apply in this case.
5. No more than 1 unexcused absence in a PE Period.
6. No intermediate or major incident reports within a PE period.
7. More than one (1) Minor incident report constitutes demotion to silver phase. A higher level incident report constitutes demotion to a lower phase. All major and zero tolerance offenses will be handled through the Center Standards Office.

Privileges:

- A. To include both Blue and Silver phase incentive privileges plus.
- B. Two items from the Incentive Box or students may take the equivalent value in Loring Loot.
- C. Gold Phase express town trip weekly.
- D. Gold Phase express lane for student pay.
- E. Early Luggage check –ins for scheduled breaks.
- F. Early room inspections for stewardships with 15 eligible to depart the Wing meeting to the Recreation Center at 7:00pm.
- G. Quarterly Bangor Mall Trip.
- H. Unlimited weekend passes for accountability purposes weekend pass application must be completed and submitted by Wednesday evening at curfew.
- I. Goldx2: Character reference from the Center Director.
- J. Goldx3: Clothing item from the clothing store.
- K. Goldx4: Dinner with any staff member and 1 select student to a restaurant of choice (20 miles radius)

**Phase System Points Range**

GREEN PHASE	Initial Arrival Phase
RED PHASE	← or 122
BLUE PHASE	123—138
SILVER PHASE	139—154
GOLD PHASE	155—205

Loring Job Corps students will also be recognized for their accomplishments through other incentives that reward positive outcomes. These accomplishments will be center wide, from the Dormitories to Education and Training. The Center Incentive Plan will be visible and tangible in all phases of CAS (CPP, CDP and CTP). Each accomplishment will be documented in CIS.

**Punctuality and positive attendance records**

1. Perfect Attendance and Punctuality Award Certificate
2. Luncheon
3. Loring Loot - \$5.00

**Positive recognition of community service, evening programming, volunteering and peer to peer activities (e.g., tutoring and mentoring)**

1. Community Service Award Certificate
2. Life Skills Awards; 5 mandatory, 5 elective, and Life skills Achievement of Excellence
3. Peer mentor Certificate
4. Tutoring Service Award

**Healthy lifestyle objectives (e.g., smoke-free, physical education participation, weight-improvement program, drug and alcohol prevention)**

1. Teen Survivor Certification
2. Biggest Loser program w/ cash award
3. Smoke free competitions w/ certificates and incentives
4. Incentives for smokers that quit for good
5. Getting Fit Awards
6. Awards for classes and/or wings with no alcohol or drug violations, monthly.
7. TEAP Completions

**CPP:**

Certificate of completion for CPP

1. **Completion of Basic Leadership Class**
  - a. Certificate of completion
2. **Completion of Customer Service Course**
  - a. Certificate of completion

**CDP**

1. **Educational gains**
  - a. TABE gain certificate
  - b. TABE out luncheon

- c. Loring Loot \$5.00

**2. GED/HSD attainment**

- a. Awards assembly presentation
- b. GED high score club
- c. Loring Loot \$5.00

**3. CTT completion**

- a. CTT certification
- b. Awards Assembly presentation
- c. Loring Loot \$5.00
- d. CTT incentive (clothing, tools, etc.)

**CTT CERTIFICATION INCENTIVES**

Culinary students who complete the ServSafe Certification program receive a Garnishing Tool Kit along with a Certificate of Completion. Upon completion of the Culinary Foundations TAR, students receive a food thermometer. And, students who successfully complete the Culinary CTT receive a personal of The Professional Chef.

Heavy Truck Driving students who obtain a Commercial Driver's License receive a briefcase from the CTT Program. Students in the Certified Nursing Assistant Program who successfully pass the State CNA Examination and are placed on the State Registry receive a CNA Pin and a State Certification.

Students in the Auto Service CTT Program and each Construction CTT Program receive a career specific tool kit upon completion and verification of employment.

**4. Third party certification**

- a. Presentation of certification at awards assembly
- b. Certificate of completion
- c. Loring Loot \$5.00

## **5. Monthly Recognition Awards**

- a. E&T student of the month
- b. CSS excellence award (Center Director's monthly Award)
- c. Wing of the Month Award,
- d. Dormitory leadership Award, (Enterprise leadership)
- e. Room awards (each wing)
- f. Sports Award banquets
- g. Largest monthly TABE Gain for the month award
- h. Enterprise of the Month Award

## **Career Transition Period (CTP)**

- 1. Acceptance into Advanced Training or specialty/lattice training within Region One
  - a. Student recognition in both Awards assembly and graduation
- 2. Verification of Graduate Placement prior to separation in a job, military or post-secondary education
  - a. Recognition in Awards assembly

## **Center Transportation**

Transportation schedules will be posted on bulletin boards in all wings and common areas. Transportation between buildings during class time is provided in extremely inclement weather. Please be sure to dress according to the weather and expect to walk to your assigned areas around center.

### **WESTERN UNION TRIPS**

TUESDAY	7:00 PM
SATURDAY	3:00 PM (If Needed)

### **WALMART TRIPS**

MONDAY	7:00 PM	Returns 9:00 PM
FRIDAY	7:00 PM	Returns 9:00 PM

### **RED PHASE TRIPS**

FRIDAY	7:00 PM (If Needed)
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### **MALL RUNS**

SATURDAY	1:15 PM	Returns 4:00 PM
	6:00 PM	Returns 9:00 PM
SUNDAY	12:00 PM	Returns 4:00 PM

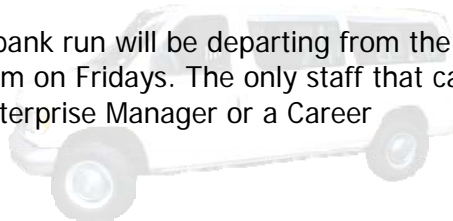
### **DOLLAR STORE TRIP**

WEDNESDAY	7:00 PM	Returns 8:00 PM
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### **Bank Run**

Please be advised that the bank run will be departing from the Recreation Center at 4:15 pm on Fridays. The only staff that can put you on the list is the Enterprise Manager or a Career Counselor.



### **Transportation Safety**

Whenever Center transportation is provided, it is the student's responsibility to be at the designated pick up point on time. Be aware that if center transportation is required because a scheduled run has been missed, an Unscheduled Transportation Charge will be assessed and charged to the student. This applies to all Center sponsored activities.

While on center transportation it is mandatory that you follow the guidelines for proper behavior while being transported:

- Listen to and follow all instructions given by the driver.
- When loading onto buses, stay on the sidewalk away from the travel lane and wait for the bus to come to a complete stop before approaching.
- When boarding a bus, do not push and shove.
- All government vehicles are equipped with seat belts. All staff and students must secure their belts before the vehicle is moved and should remain on until the trip has ended.
- No smoking
- The vehicle can carry only the number of passengers equal to seatbelts. No more than two persons to a seat on the bus.
- Drinking or eating are not allowed.
- Swearing or horseplay are not acceptable behaviors.
- Respect the center provided transportation by taking all items with you and not destroying the equipment.

Your safety is important to us. Please follow safety standards by adhering to the above guidelines.

## **Facilities**

Students must contact their Residential Advisor(s) for any needed room repairs. The RA will submit a request to Facilities and a Work Order will be assigned for the needed repairs. Be advised that students or guests will be held responsible for any damage to rooms or common areas.

Thermostats should be set and remain at 70 degrees.

Do not remove screens for the windows.



Please turn all lights off when leaving your rooms.

Emergency Lights, Pull stations and Fire Alarms are extremely important LIFE SAFETY devices should not be tampered with; doing so is a Federal Violation and violators will be prosecuted.

This is your Campus, please help us to keep it SAFE, clean and litter free at all times.

If you have suggestions for improvements please put them in writing and submit them to the Facilities Manager or Center Safety Officer, they will be reviewed by the Center Safety Committee, if implemented you could be awarded a \$50.00 gift certificate or cash bonus. Call with any questions or suggestions.

### **Off-Center Areas**

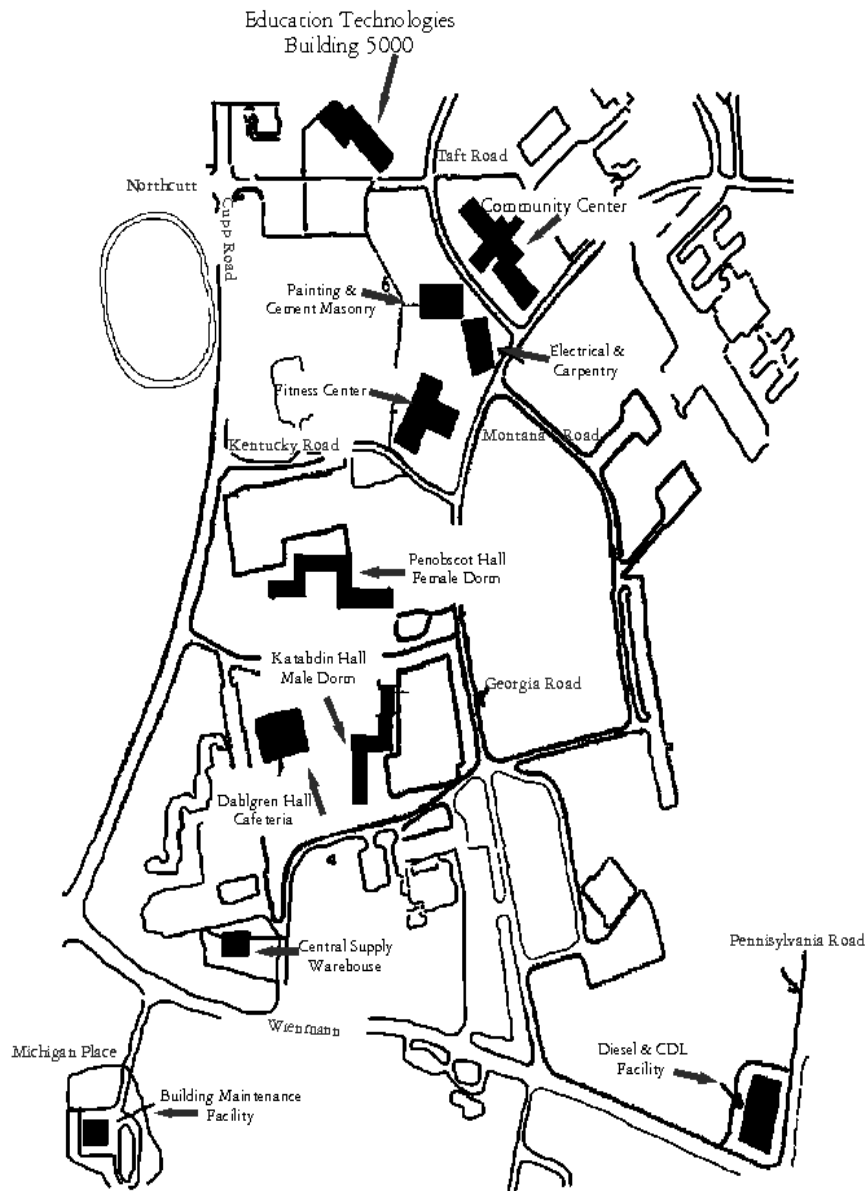
- The wood area in and surrounding the Center and Loring Development Authority property.
- The runway, flight line, hangars, warehouses, and all towers on LDA property.
- All vacant buildings on LDA property

### **Off-Limit Areas**

- The Motor Pool vehicle parking area
- Opposite sex residence halls and rooms.
- Any Center building when closed.
- Any unsupervised office without permission.
- Dormitories from 7:30 am to 4 pm, Monday thru Friday without permission.

- Laundry rooms during off-use hours.
- Any closed dormitory wing.
- Any roofs or basements.
- Classrooms when not in use (i.e., lunch, breaks, etc.)

## Loring Job Corps Center Map



## Glossary of Commonly Used Terms and Acronyms

### A

ACT	Advanced Career Training
AIDS	Acquired Immunodeficiency Syndrome
AWOL	Absent Without Leave

### B

BRB	Behavior Review Board
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### C

CC	Career Counselor
CD	Center Director
CDP	Career Development Period
CDSS	Career Development Services System
CIC	Center Industry Council
CIS	Center Information System
CMHC	Center Mental Health Consultant
CPP	Career Preparation Period
CRC	Community Relations Council
CSIO	Center Standards and Incentive Officer
CSS	Career Success Standards
CTP	Career Transition Period
CTS	Career Transition Specialist

### D

DCL	Director of Community Living
DOB	Date of Birth
DOE	Date of Entry
DOL	Department of Labor

### E

EEO	Equal Employment Opportunity
ELL	English Language Learner
ESL	English as a Second Language

### G

GED	General Educational Development
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## **H**

HBI	Home Builders Institute
HIV	Human Immunodeficiency Virus
HR	Human Resources
HSD	High School Diploma

## **I**

IEP	Individualized Education Plan
INS	Immigration and Naturalization Service
IT	Information Technology

## **J**

JTM	Job Training Match
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## **L**

LMI	Labor Market Information
LRC	Learning Resource Center

## **M**

MAC	Morning Accountability Check
MMR	Measles, Mumps, Rubella
MSWR	Medical Separation with Reinstatement

## **N**

NTC	National Training Contractor
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## **O**

OA	Outreach and Admissions
OA/CTS	Outreach/Admissions and Career Transition Services
OBS	On Board Strength
OMS	Outcome Measurement System
OPCMIA	Operative Plasterers' & Cement Masons' International Association
OSHA	Occupational Safety and Health Administration

## **P**

PAG	Program Assessment Guide
PCDP	Personal Career Development Plan
PDOF	Present for Duty Off-Center
PE	Performance Evaluation
PIP	Performance Improvement Plan
PRH	Policy and Requirements Handbook

## **R**

RA	Residential Advisor
REC	Recreation Department or Recreation Center

## **S**

SGA	Student Government Association
SSN	Social Security Number
SSS	Student Satisfaction Survey
SST	Social Skills Training
STD	Sexually Transmitted Disease

## **T**

TABE	Test of Adult Basic Education
TAG	Treatment Assessment Guide
TAR	Training Achievement Record
TCU	Transportation-Communication Union
TEAP	Trainee Employee Assistance Program
TUPP	Tobacco Use Prevention Program

## **V**

VST	Vocational Skills Training
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## **W**

WBL	Work Based Learning
WIA	Workforce Investment Act
WICS	Women in Community Service

## **Z**

ZT	Zero Tolerance
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## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.